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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Semi-annual Report of Agency Space Utilization --
December 1969 - May 1970

FROM:

Director of Logistics

1206 Ames Center Building

EXTENSION

NO.

DATE

12 JUN 1970

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support
7D26 Headquarters Building

2.

23 JUN 1970

Bj

Mr. Bannerman:

The attached report to the Director on space utilization hopefully will not be sent him. I believe the conversations of 9 and 10 June by you and Colonel White with the Director on space matters has negated the need for this semi-annual report. It is submitted to you, however, because we have not been relieved of the reporting requirement.

John F. Blake

Att

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3. Director of Logistics
1206 Ames Building

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DD/S:RLB:maq (23 June 70)

9. Distribution:

Orig - D/L w/O & 3 ccys DD/S 70-2446

1 - DD/S Subject w/ccy DD/S 70-2446 w/background

10. 1 - DD/S Chrono

DD/S 70-2446: Proposed memo for DCI

11. fr DD/S, subj: Semi-annual Report of
Agency Space Utilization - December 1969
to May 1970 (not signed)

12.

13.

14.

MORI/CDF Pages 3 & 4

15.

of will defer sending this report forward in view of the recent meeting with the DCI & EX-Dir. of the current status of Agency space holdings.

23 June 70

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Next 2 Page(s) In Document Denied

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Executive Registry

108-2480

22 May 1968

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT: Space

1. The Deputy Director for Support has been directed not to plan or plan to acquire any additional space for Headquarters. He has been directed to make a concerted effort to reduce the amount of space now occupied or authorized. To this end, he is directed to make a semiannual report to the Director beginning 1 January 1968 which will, among other things, show the reduction in space effected during the preceding six months and an estimate of reduction which can be made in the ensuing six months.

2. DD/S will need maximum cooperation from all components in this effort. Generally, we have not in the past considered space requirements to be a problem when authorizing or requesting approval for changes in organization, the acquisition of new functions, etc. This we can no longer do. Space must be an integral part of all such planning. In the future changes in organization, missions, functions, etc., which may require changes in space allocations will not be approved until DD/S has given assurance that related space requirements can be accommodated.

/s/ L. K. White

cc: D/DCI/NIPE
SAVA

ExDir:LKW:jrf

Distribution:

- 0 - DD/I
- 1 - ea additional adse
- 1 - AO-DCI
- 1 - ER
- 1 - ExDir

L. K. White

Executive Director-Comptroller

(EXECUTIVE DIRECTOR-CONTROLLER) B-1.5.1

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2 Dec 68

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DD/S REGISTRY

FILE

Bldg + Rm 9

DD/S 70-2440

16 JUN 1970

MEMORANDUM FOR: Director of Logistics

SUBJECT : Critical Space Requirement

REFERENCE : Memo dtd 8 June 1970 for DCI via ExDir-Compt
frm DD/S, same subject

1. Reference memorandum proposed that the Agency acquire three floors of the [] to house the Language School, Office of Training and in addition a fourth floor to provide space for additional program requirements as specified in the memorandum.

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2. On 10 June the Executive Director, the DD/S and the DD/S&T met with the DCI to discuss these requirements and specifically to cover the space requirements as specified by the DD/S&T. After some discussion the DCI directed that the DD/S acquire the three floors of the Caruthers Building for the Language School, Office of Training and a fourth floor to provide for the additional space requirements as cited in the reference memorandum.

3. The DCI gave some specific directives about space controls now and in the future. These directives will be the subject of a separate memorandum.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Distribution:

O - Addressee
1 - DD/S Chrono
✓ 1 - DD/S Subject

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declassification

DD / S REGISTRY
FILE Bldg + 629

22 July 1970

Director of Finance

1212 Key Bldg.

For your information. This was the first item Mr. Bannerman discussed at the 21 July Staff Meeting.



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EO-DD/S

7D-24 Hqs.

EO-DD/S:WEB:es (22 July 70)

Distribution:

Orig - D/F w/cy of att (DD/S 70-2968)

1 - D/MS w/cy of att

1 - D/Pers w/cy of att

1 - D/TR w/cy of att

1 - C/SSS w/cy of att

~~1~~ - DD/S Subject w/cy of att

1 - DD/S Chrono

Att: Memo dtd 20 July 70 to D/CO and D/Sec (with cc to D/Log) fr DD/S, subj: Space Controls, w/att (DD/S 70-2911)

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DD/S

DD/S REGISTER

FILE

Bldg + G 9

20 JUL 1970

**MEMORANDUM FOR: Director of Communications
Director of Security**

Attached is a memorandum to all major components of the Agency on space controls. In paragraph 4 I have set up the Chief/Logistics Services Division/OL as the main point of contact for space changes or acquisitions. He will serve as the principal coordinating point in the basic planning of proposed space changes.

This arrangement does not in any way abridge your established relationships with the various components of the Agency concerning your respective responsibilities and I expect you to continue them as you have in the past. I do ask, however, that when components approach your Offices for Security or Communications actions relating to space changes, improvements or planned acquisitions that you contact promptly the Chief/LSB to ensure that he has been properly informed by the component involved and he has a request for space under consideration. In the same manner I ask that approvals to provide support from your respective offices be coordinated with C/LSB to ensure that overall approvals for major space changes, alterations or new acquisitions are not given piecemeal handling but are part of a total package approval. There are many Support aspects that do not affect space changes on which I would expect you to use your own judgment in providing the appropriate support.

If there are any problems please see me.

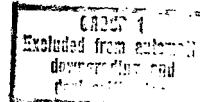
SIGNED R. L. Bannerman

R. L. Bannerman

Att:

Memo dtd 17 Jul 70 for Multiple Addressees
fr DD/S, subj: Space - DD/S 70-2911

cc: D/L w/Att



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DD/S 70-2911

17 JUL 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel
Inspector General
Deputy to the DCI for NIPE
Director of National Estimates
Legislative Counsel
Special Assistant for Vietnamese Affairs

SUBJECT : Space

1. The Director has recently both reiterated and strengthened the policy that there will be no increase in the space occupied by the Agency in the Metropolitan Washington area and, further, expects every effort shall be made to reduce the current total Agency space holdings in this area to the maximum extent possible. Approvals to expand current programs or to create new ones will be predicated, among other considerations, on the adherence to this policy on space utilization. I have been charged with the responsibility for insuring compliance with this policy and solicit your cooperation in its implementation.

2. The expansion of existing programs or the creation of new ones usually involve requirements for additional space for either people or for equipment. To stay within the parameters of the Director's policy, accordingly, we must look to these alternatives to house such activities:

a. The sponsoring Directorate will be expected to accommodate the activity within its own currently assigned space, either by effecting space economies, unit consolidations, or by the elimination of marginal activities to provide the requested space.

b. Consider the possibility of locating the new or expanded activity in an Agency space holding or other Federal property outside of the Metropolitan area of Washington.

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c. If the program is one jointly sponsored by a Department of Defense (DOD) agency and this organization consider the alternative of having the activity housed in DOD real estate either within or outside the Washington Metropolitan area.

d. If the proposed undertaking is of such a technical or engineering nature that use, for a fee, can be made of a contractor's facility, this matter should be considered.

3. The Support Directorate has qualified personnel who can assist any component in studying and making recommendations on the above-listed alternatives at the time that expanded or new activities are in the planning stage. The DD/S has complete information and facts concerning Agency space holdings outside the Metropolitan Washington area and, additionally, has established liaison with the appropriate elements of the Defense establishment to ascertain the availability of any DOD real estate.

4. The success of the implementation of this program, and the ability of Operating Components to obtain approval for new activities, will be in direct relationship to the manner in which the matter of space is considered and solved. It is essential, both to be responsive to the Director's policy and to gain approval for new programs, that the consideration of space come under study at the earliest possible moment. To assist the Operating Components in meeting this problem I have established a single point of contact within the Support Directorate to accept and take under study any proposal or activity which will necessitate additional space for its accomplishment. This will be a single point of contact both for activity purposes which are solely Agency-funded as well as for those activities which are jointly funded by this Agency and other governmental entities. I have designated the Chief, Logistics Services Division, Office of Logistics, room 4E06, Headquarters Building, extension [] as this point of contact. The Chief, Logistics Services Division, will accept the requirement and will have the responsibility to effect the necessary coordination with other elements of the Support Directorate that play a peripheral role in space matters, i. e., the Offices of Communications and Security. In connection with joint DOD-Agency undertakings, the Office of Logistics will conduct the necessary liaison with DOD agencies to pursue the matter of possible utilization of DOD real estate.

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5. It is essential that space considerations be a matter of first priority at the time new and expanded undertakings are in the planning or developmental stage. It is my understanding that the Executive Director-Comptroller will not consider requests for activity approvals unless space requirements are specifically stated and I can assure him they can be accommodated within the constraints of the Agency's space policy.

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

cc: ExDir-Compt

D/L D/CO
D/S

DD/S:RLB:pao (15 Jul 70)

Pages 1 and 3 Rewritten: EO-DD/S:WEB:maq (17 Jul 70)

Distribution:

Orig - DD/I

1 - Ea Following Adse

1 - DD/S Subject

1 - DD/S Chrono

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DD/S 70-2911

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel
Inspector General
Deputy to the DCI for NIPE
Director of National Estimates
Legislative Counsel
Special Assistant for Vietnamese Affairs

SUBJECT : Space

1. The Director has recently both reiterated and strengthened the policy that there will be no increase in the space occupied by the Agency in the Metropolitan Washington area and, further, expects every effort shall be made to reduce the current total Agency space holdings in this area to the maximum extent possible. Approvals to expand current programs or to create new ones will be predicated, among other considerations, on the adherence to this policy on space utilization. I have been charged with the responsibility for insuring compliance with this policy and solicit your cooperation in ~~implementing this matter.~~

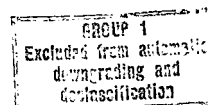
its implementation.

2. The expansion of existing programs or the creation of new ones usually involve requirements for additional space for either people or for equipment. To stay within the parameters of the Director's policy, accordingly, we must look to these alternatives to house such activities:

a. The sponsoring Directorate will be expected to accommodate the activity within its own currently assigned space, either by effecting space economies, unit consolidations, or by the elimination of marginal activities to provide the requested space.

b. Consider the possibility of locating the new or expanded activity in an Agency space holding or other Federal property outside of the metropolitan area of Washington.

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5. It is essential that space considerations be a matter of first priority at the time new and expanded undertakings are in the developmental stage. It is my understanding that activity approvals will not be entertained by the Executive Director-Comptroller unless the matter of space needs and acquisition are specifically stated and, accordingly, this Directorate will have to inform the Executive Director-Comptroller that the new or expanded activity can be approved within the constraints of the Agency's space policy.

R. L. Bannerman
Deputy Director
for Support

cc: Ex. Dir-Compt
D/L

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5. It is essential that space considerations be a matter of first priority at the time new and expanded undertakings are in the planning or developmental stage. It is my understanding that the Executive Director-Comptroller will not consider requests for activity approvals unless space requirements are specifically stated and I can assure him they can be accommodated within the constraints of the Agency's space policy.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics
1206 Ames Center Building

EXTENSION

NO.

DATE

10 July 1970

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Deputy Director for Support
7D26 Headquarters Building

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Dear Bob:

Attached is your draft memorandum of 7 July to me and an alternate draft which I have come up with at your request. I have tried to accomplish two things. First, I have tried to remove what I thought could have been slight redundancy and, secondly, have tried to make more precise and meaningful the necessity for all Components to come to Chief, Logistics Services Division at the earliest possible stage in planning for new activities.

Hope the draft is helpful to you, but I shall neither bleed nor die over pride of authorship if you don't like it.

John F. Blake

2 Atts

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D R A F T
JFBlake:pk
(10 July 70)

MEMORANDUM FOR:

SUBJECT : Space

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SA - VIER BEHAVIOR

1. The Director has recently both reiterated and strengthened the policy that there will be no increase in the space occupied by the Agency in the Metropolitan Washington area and, further, ~~has stated that he~~ expects every effort shall be made to reduce the current total Agency space holdings in this area to the maximum extent possible. Therefore, it becomes necessary to insure that at such time ^{As} approvals are sought to expand current programs or to create new ones the granting of such approval will be predicated, among other considerations, on the adherence to this policy on space utilization. I have been charged with the responsibility for insuring compliance with this policy and solicit your cooperation in implementing this matter.

2. It is almost axiomatic that the expansion of existing programs or the creation of new ones involve requirements for additional space either for people or for equipment. To stay within the parameters of the Director's policy, accordingly, we must look to these

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ALTERNATIVES

~~avenues~~ to house such activities:

- a. The sponsoring Directorate ~~must~~ ^{WILL BE EXPECTED TO} accommodate the activity within its own currently assigned space, either by effecting further economies in the use of space, unit consolidations that would make additional space available, or by the outright elimination of marginal activities.
 - b. Pursue the possibility of locating the new or expanded activity in an Agency space holding outside the metropolitan area of Washington.
 - c. If the program is one jointly sponsored by a Department of Defense (DOD) agency and this organization, pursue the alternative of having the activity housed in DOD real estate.
 - d. If the proposed undertaking is of such a technical or engineering nature that use, for a fee, can be made of a contractor's facility, this matter should be considered.
3. The Support Directorate has qualified personnel who can assist any component in studying and making recommendations on the above-listed alternatives at the time ~~that~~ ^{that} expanded or new activities are in the planning stage. ~~These people possess~~ ^{The DDS has} complete

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information and facts concerning Agency space holdings outside the Metropolitan Washington area and, ~~likewise, have~~ ^{ADDITIONALLY HAS} established liaison with the appropriate elements of the Defense establishment to ascertain the availability of any DOD real estate.

4. The success of the implementation of this program, and the ability of Operating Components to obtain approval for new activities, will be in direct ^{RELATIONSHIP} ~~proportion~~ to the manner in which the matter of space is considered and solved. It is essential, both to be responsive to the Director's policy and to gain approval for new programs, that the consideration of space come under study at the earliest possible moment. To assist the Operating Components in meeting this problem, I have established a single point of contact within the Support Directorate to accept and take under study any proposal or activity which will necessitate additional space for its accomplishment. This will be a single point of contact both for activity purposes which are solely Agency-funded as well as for those activities which are jointly funded by this Agency and other governmental entities. I have designated the Chief, Logistics Services Division, Office of Logistics, room 4-E-06 Headquarters Building, extension as this point of contact. The Chief, 25X1 Logistics Services Division, will accept the requirement and will have the responsibility

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to effect the necessary coordination with other elements of the Support Directorate that play a peripheral role in space matters, i.e., the Offices of Communications and Security. This Officer also, in connection with joint DOD-Agency undertakings, is authorized to task the other elements of the Office of Logistics conducting liaison with DOD agencies to pursue the matter of possible utilization of DOD real estate.

5. It is essential that space considerations be a matter of first priority at the time new and expanded undertakings are in the developmental stage. It is my understanding that activity approvals will not be entertained by the Executive Director-Comptroller unless the matter of space ~~needs~~ ^{NEEDS AND} acquisition ^{ARE} is specifically stated and, accordingly, this Directorate will have to inform the Executive Director-Comptroller that the new or expanded activity can be approved within the constraints of the Agency's space policy.

R. L. Bannerman
Deputy Director
for Support

*cc: E.D.M.
D/L*

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
3	Director of Logistics 1206 Ames		B		
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Jack: STAT</p> <p>Attached is a rough draft of my memorandum to all Agency office heads on space control. Please review and make any changes you deem appropriate. After your comments I will clear it with the Executive Director. I would like to make the last paragraph stronger in requiring notification of requests. Please do what you can.</p> <p style="text-align: center;">STAT</p> <div style="text-align: right;">  R. L. Bannerman </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Support 7D26 HQS x				8 JUL 1970	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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DRAFT:DD/S:RLB:llc (7 July 1970)

MEMORANDUM FOR: *Agency*
(Office Heads)

SUBJECT : Space

- recently built + strengthened*
1. The Director has reiterated the policy that there will be no increase in the space occupied by the Agency in the Metropolitan Washington Area and every effort shall be made to reduce Agency space holdings in this area to the maximum extent possible. *Further, has stated that new projects* Approvals ^{to} of expanded programs or creation of new programs will be predicated *on any other considerations,* on their adherence to the space policy requirements. The DD/S has been charged with the responsibility for ensuring compliance with that policy. In meeting with that responsibility the DD/S must have the cooperation of every component in the Agency.
 2. Expansion of existing programs and the creation of new programs almost inevitably create requirements for additional space or alterations in existing space to house people, equipment, and materials. Some space requirement can be accommodated within our existing space holdings by space adjustments, economies and consolidations. Other programs requiring large space requirements may have to be accommodated outside of the Washington Metropolitan Area. Joint programs with other departments and agencies may have to be accommodated within space holdings of the other

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agency. There are certain alternatives to be considered in providing additional space facilities for Agency programs and in order to do so on a planned program basis it is necessary that representatives of the Support Directorate participate in the earliest stages of planning regardless of the sensitivity and compartmentation of any projected activity.

3. Plans and proposals for new or expanded space occupancy should include consideration of the following space alternatives:

a. Can the space requirement be accommodated within the existing space allocation of the requesting component, if not, can the activity be located outside of the Metropolitan Washington Area?

b. If the new requirement is a joint undertaking with another department or agency can the space requirement be located within the space facilities of the other department or agency either in the Washington Metropolitan Area or outside that area?

c. If a new space requirement is of utmost priority and sensitivity and must be located in the Headquarters Building or one of the Agency buildings in the Metropolitan area what elements of the requesting component can be eliminated or moved outside of the Metropolitan Washington Area to provide the required space?

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d. Facilities **outside** of the Washington Metropolitan

Area that can be considered as alternative locations are:

Agency bases and properties within the U. S. , Federal buildings in the various cities, military bases and contractor facilities which can be provided under a contractual arrangement.

4. The Logistics Services Division, Office of Logistics, Room 4-E-06 Headquarters, extension will serve as the contact point for all space requirements, immediate or projected.

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R. L. Bannerman
Deputy Director
for Support

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